

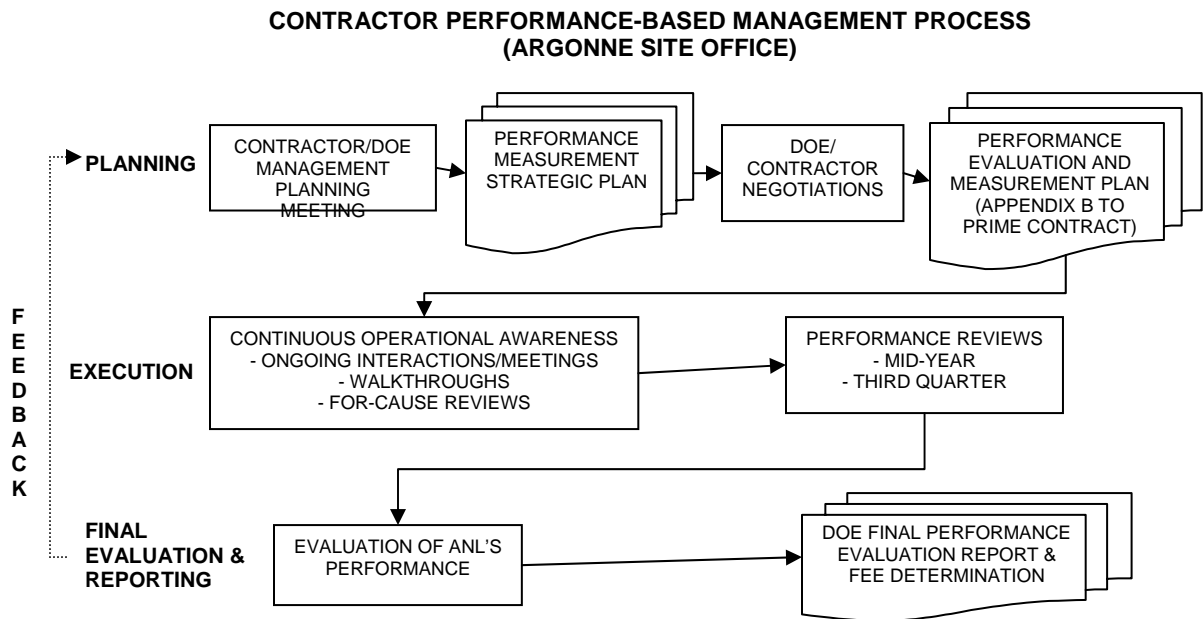
DEPARTMENT OF ENERGY (DOE) OFFICE OF SCIENCE (SC) ARGONNE SITE
OFFICE (ASO) STANDARD OPERATING PROCEDURE (SOP)-22C: **FINAL
EVALUATION AND REPORTING OF CONTRACTOR'S PERFORMANCE**

A. OBJECTIVE

At the conclusion of the annual performance period, ANL will submit their Annual Performance Assessment Report to the ASO Manager. This SOP outlines the procedures for independent validation of the Contractor's self-assessment; evaluation of ANL performance against measures; issuance of DOE's final Performance Evaluation Report; and determination of incentives earned.

B. SCOPE

This procedure applies to the final evaluation and reporting phase of the performance-based management system as depicted below.



C. REFERENCE

- a. FAR Part 37.6 – Performance-Based Contracting
- b. CH O 224.1, Contractor Performance-Based Business Management Process dated 4/19/02
- c. ASO Annual Management Plan Fiscal Year 2005
- d. Prime Contract W-31-109-ENG-38 between the U.S. Department of Energy and the University of Chicago (U of C) for the operation of Argonne National Laboratory

D. RESPONSIBILITIES

The ASO process for implementing the requirements of CH O 224.1 for performance-based business management is owned by the ASO Manager. The ASO Manager relies on Subject Matter Experts to provide a complete, comprehensive, and balanced review of ANL based on the Performance Evaluation and Measurement Plan.

E. PROCEDURES

1. The ASO Manager will provide a copy of each individual functional area report in ANL's Annual Assessment Report to the respective Subject Matter Expert and other points of contact for evaluation.
2. Subject Matter Experts and matrix functional area support will review and analyze ANL's report to ensure consistency with the reporting requirements outlined in this SOP and reference b above.
3. Subject Matter Experts will determine if further validation or a formal review is necessary to gain additional knowledge of systems and source documentation used in the self-assessment where additional verification is necessary to rate performance. Prior to the review, Subject Matter Experts will brief the ASO Manager concerning issues of significance including validation strategy issues, resources needed for the validation, and identification of areas requiring emphasis.
4. Subject Matter Experts will work with their ANL counterparts to reach consensus in discrepancies with the evaluation. The ASO Manager will be advised of significant discrepancies and when necessary, a meeting will be scheduled between ASO management and ANL management for final resolution. The ASO Manager will make the final determination on the available facts and the importance of the discrepancies.
5. Subject Matter Experts will provide an evaluation of the contractor's response with a recommended adjectival rating to the ASO Manager. The self-assessment analysis will include any potential areas of improvement.
6. The ASO manager will issue a draft DOE Performance Evaluation Report to ANL and the University of Chicago for two weeks of review. The ASO Manager will address all comments, as appropriate.
7. The ASO Manager will provide the final DOE Performance Evaluation Report to SC for approval. This report includes the final evaluation of performance and weighted scoring for determination of fee award and incentives/ consequences.
8. The ASO Manager will provide a brief overview of the evaluation to the SC Director, if requested, prior to providing it to the Contractor. If required, the ASO

Manager will obtain concurrence from the SC Director on the annual earned incentive/fee amount prior to final fee determination.

9. Upon approval from the SC Director, the ASO Manager will issue the final DOE Performance Evaluation Report and Fee Determination.

